



Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Learning Resource Centre Manager
Location	St John Plessington Catholic College
Responsible To:	Assistant Headteacher
Salary Grade:	Band E, Scp 8-11 (£21,436-£22,544 Actual).
Contract:	36 hours per week, 39 weeks per year (term time only and INSET days), permanent.
Start date:	As soon as possible.

Key Purpose of Job

To be the face of reading at SJP and take a leading role in planning and organising a school resource centre which supports a love of reading.

To support readers with a low level of literacy through 1-1 or small group intervention

To support children who have English as an additional language.

Key Responsibilities of the Post

1. To support the Catholic Ethos of the school.
2. Providing assistance for students in developing the skills necessary to use the learning resource centre (LRC) efficiently as a research and recreational resource, and as a homework centre for students out of school hours. This includes:
 - The display and issue of books and other learning materials.
 - Access to, and searches for, information through computerised connections.
 - Organising the efficient storage of resources.
 - Organising events such as guest authors
3. Ensuring that the learning resource centre is organised in such a way as to integrate teachers' use with the planned delivery of the curriculum, to include:
 - Meeting with teachers to plan their use of the LRC.
 - Liaison with the School Library Association to receive advice and guidance on purchasing and accessing resources.
 - Meeting with staff to plan the purchase of appropriate books and other resources.
 - Source appropriate reading material to support student interest and needs.
4. Being responsible for the LRC budget to ensure best value, organising the purchase of books, learning materials and multimedia resources.
5. Organising a team of student volunteers and providing training for those students who wish to take on responsibility within the library.



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6. Using reading age data to analyse gaps in students' reading ability.
7. To effectively plan for interventions (leading some 1-1 and small group sessions) to address gaps in students' reading.
8. To organise and promote schools' reading events (one per term) that engender a love of reading.
9. To ensure the health and safety of the environment and safeguard the welfare of students who use the library.
10. Actively promote the school's behaviour policy to support students whilst they are undertaking their work, to ensure a constructive environment.
11. To attend relevant courses, particularly in relation to safeguarding, health and safety and deal with any immediate emergencies in accordance with the College policies and procedures to ensure that student/employee safety is assured.
12. To organise extra curricular activities on a regular basis – daily, weekly.
13. To be called upon to perform other duties that the Head Teacher considers reasonable that are commensurate with the grading and description of this post.

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal office environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job
- b) To contribute to the effective working of the HFCMAT
- c) Maintain positive, professional relationships with students, parents/carers and teachers
- d) To participate in induction training, staff review processes and professional development opportunities
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
- h) The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures



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- i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent	E	A, C
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
B. Experience	Experience of working in an educational environment	E	A, I, R
	Understanding the individual student's requirements	D	A, I, R
	Understanding SJP procedures which impact on supervision and Behaviour Management of students	D	A, I, R
C. Knowledge/Skills	Enthusiasm, commitment and flexibility	E	A, I
	Good IT skills in particular Excel, Word and email	E	A, I
	Support Catholic Ethos	E	A, I,
	Able to develop relationships with young people	D	A, I
	High personal standards, in terms of punctuality and attendance as well as meeting deadlines	D	A, I, R
	Good communication skills	D	A, I, R
	Ability to work as a team player	D	A, I, R
D. Other Conditions	Satisfactory pre-employment checks including DBS	E	C

Key to Evidence:

A – Application Form & Letter

C - Certificates



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I – Interview
R - Reference